

CHAPTER 14. CONDUCT A FLIGHT INSTRUCTOR PRACTICAL TEST FOR AN INITIAL, RENEWAL, REINSTATEMENT CERTIFICATION, OR AN ADDITIONAL CATEGORY/CLASS RATING TO A FLIGHT INSTRUCTOR CERTIFICATE

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine whether an applicant meets the requirements for an initial flight instructor certificate, renewal of a current flight instructor certificate, reinstating of an expired flight instructor certificate, or adding a rating to an existing flight instructor certificate. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance, as appropriate.

2. GENERAL. Flight Standard District Offices (FSDO) authorize flight instructor examiners (FIE) to conduct practical tests for the original issuance of a flight instructor certificate on a case-by-case basis only. However, if a FSDO is unable to schedule a flight instructor applicant who has completed training and is prepared to take the test with an aviation safety inspector (ASI) within two weeks from the date of the original request, then the Flight Standards division and FSDO managers are encouraged to approve the designation of a local FIE to give initial flight instructor practical tests. Additionally, FSDOs authorize flight instructor renewal examiners (FIRE) the authority to renew holders of a current flight instructor certificate provided that the renewal only involves an administrative process and no practical test is involved. (See chapter 18, paragraph 1D for a detailed explanation of the eligibility and authority of a FIRE.)

A. Authorization to Conduct Renewals and Reinstatements.

(1) An FIE is authorized to conduct the renewal or reinstatement of a flight instructor certificate. However, the basis for issuing the renewal or reinstatement of a flight instructor certificate shall be based on the applicant satisfactorily accomplishing a practical test (*i.e.*, the oral and flight portions) as per Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.197(a)(1).

(2) An examiner who holds a FIRE authority may renew holders of current flight instructor certificates provided that the renewal only involves an administrative process and no practical test is involved. A FIRE's authority permits renewal of a current flight instructor certificate in accordance with the flight instructor renewal provisions set forth in 14 CFR part 61, § 61.197(a)(2)(i) and (iii) or in accordance with a flight instructor's participation as a flight instructor in the FAA's Pilot Proficiency Awards Program (WINGS Program). Specifically, a FIRE's authority to renew holders of current flight instructor certificates involves the following kinds of renewal procedures only:

(a) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having a record of training students that shows, during the preceding 24 calendar-months, that the flight instructor has endorsed at least five students for a practical test for a certificate or rating and at least 80 percent of those students passed that test on the first attempt (*i.e.*, part 61, § 61.197(a)(2)(i)).

(b) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having a graduation certificate that shows, within the preceding 3 calendar-months prior to the date of application, the applicant has successfully completed an approved flight instructor refresher course in accordance with § 61.197(a)(2)(iii).

(c) A FIRE may renew a holder of current flight instructor certificate who apply to renew their flight instructor certificate on the basis of having participated as a flight instructor in a phase of the FAA's WINGS Program.

B. Medical Certification Requirements.

(1) An applicant for an initial, renewed, or reinstated flight instructor certificate or additional

ratings is required to hold at least a current third-class medical certificate if the practical test is conducted in an aircraft in flight (meaning in an airplane, rotorcraft, or powered-lift) with the applicant acting as PIC. If the practical test does not involve use of an aircraft in flight, the applicant is not required to hold a medical certificate.

(2) If the applicant does not hold a medical certificate and the practical test will be conducted in an aircraft (airplane, rotorcraft, or powered-lift), the examiner must agree to be the pilot-in-command (PIC). However, an examiner is not required to accept PIC responsibility for an applicant just because the applicant lacks the necessary medical certificate. The decision to conduct such a test rests solely with the examiner. The FAA strongly discourages examiners from agreeing to perform PIC duties during the practical test. Examiners who agree to perform PIC duties during a practical test are advised to review § 61.47. Examiners must understand that there are possible liability ramifications when agreeing to perform PIC duties during the practical test.

3. KNOWLEDGE TEST. The flight instructor knowledge examination consists of two tests: Fundamentals of Instructing (FOI) and a test appropriate to the flight instructor rating sought. The FOI test is common to all flight instructor ratings and does not need to be repeated for a subsequent flight instructor rating if the applicant holds any flight instructor or ground instructor certificate.

A. FOI Test Alternate Criteria. An applicant for the original issuance of a flight instructor certificate does not need to take the FOI test if the applicant meets certain alternate criteria. However, the applicant must present appropriate documentation to the FSDO and obtain an authorization to use either of the following in lieu of the FOI test:

(1) A current teacher's certificate issued by a state, county, or city authorizing the applicant to teach at an educational level of the seventh grade or higher; or

(2) Evidence of regular employment as a teacher at an accredited college or university.

B. Test for Flight Instructor Rating Sought. Except when adding an Airplane—Single-Engine rating or Airplane Multiengine rating to an existing Flight Instructor—Airplane certificate, an applicant for a flight instructor certificate must pass the applicable knowledge test for each flight instructor aircraft rating

sought. A knowledge test is required for the following ratings:

- (1) Flight Instructor—Airplane.
- (2) Flight Instructor—Rotorcraft-Helicopter.
- (3) Flight Instructor—Rotorcraft-Gyroplane.
- (4) Flight Instructor—Instrument-Airplane.
- (5) Flight Instructor—Instrument-Helicopter.
- (6) Flight Instructor—Instrument-Powered-lift.
- (7) Flight Instructor—Glider.
- (8) Flight Instructor—Powered-lift.

4. PRACTICAL TEST. The examiner shall conduct the practical test for original issuance, additional ratings, renewal, and/or reinstatement of a flight instructor certificate IAW the appropriate Flight Instructor Practical Test Standards (PTS). The examiner may also require the applicant to demonstrate knowledge and skill from other PTSs that may include private pilot certificate, commercial pilot certificate, or instrument rating PTS, appropriate to the rating sought.

A. Required Use of a Complex Airplane.

(1) For the issuance of a flight instructor certificate for a rating in the airplane category, a complex airplane must be used to perform takeoffs, landings, and emergency operations that are appropriate to complex airplanes.

(2) An applicant for a flight instructor certificate in a single-engine airplane is not allowed to use a complex multiengine airplane for the complex airplane requirements.

(3) If the applicant is seeking an additional flight instructor rating in the airplane category and multiengine class, a complex multiengine airplane must be used.

(4) If an applicant holds a flight instructor certificate with an airplane category and multiengine class rating and is seeking an additional airplane single engine class rating, the applicant need not bring a complex single engine airplane.

B. Use of a Turbojet or Fan Jet Airplane. A turbojet or fan jet shall not be used for the original issuance of a flight instructor certificate for an Airplane—Single-Engine rating or Airplane—Multiengine rating.

They may be used for added Airplane—Single-Engine rating or Airplane—Multiengine rating.

5. ELIGIBILITY REQUIREMENTS. A flight instructor applicant must hold either a commercial pilot certificate or an ATP airman certificate. A commercial certificate issued on the basis of a foreign-pilot license does NOT satisfy this requirement. If the applicant holds a commercial pilot certificate, that applicant must also hold an Instrument—Airplane rating if applying for a Flight Instructor—Airplane or a Flight Instructor Instrument—Airplane rating.

A. Medical Certificate. An applicant for a flight instructor certificate is not required to hold a current medical certificate. If the applicant is the PIC, then a current third-class medical certificate is required.

B. Logbook Endorsement. An applicant for a Flight Instructor—Airplane or Flight Instructor—Glider rating must present a logbook endorsement from an authorized flight instructor who indicates the applicant is competent and proficient in stall awareness, spin entry, spin, and spin recovery procedures in an aircraft of the appropriate category.

(1) Except as provided in § 61.185(b), an applicant for a flight instructor certificate must have logged training and received a logbook endorsement on the fundamentals of instruction listed in § 61.185(a)(1).

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant has received and logged some training within the 60 days preceding the date of the application in preparation for the practical test.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1, Airman Certificate and/or Rating Application, with the authorized instructor's signature.

(4) The applicant's logbook or training record must contain an endorsement from an authorized instructor that states the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(5) An applicant for a flight instructor certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.187(b) that is appropriate for the flight instructor rating sought.

(6) An applicant for a Flight Instructor—Airplane or Flight Instructor—Glider rating must present a logbook endorsement from an authorized instructor indicating that the applicant is competent and possesses instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures in an airplane or glider, as appropriate.

(a) Except in the case of a retest after a failure for the deficiencies stated in § 61.49(b), the examiner may either accept the logbook endorsement or require the applicant to demonstrate competency and instructional proficiency in stall awareness, spin entry, spin, and spin recovery procedures.

(b) If FAA Form 8060-5, Notice of Disapproval of Application, was issued due to deficiencies in competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures, the applicant is required to spin the aircraft and demonstrate competency and instructional proficiency in stall awareness, spin entry, spins, and spin recovery procedures on the retest.

(c) The examiner and the applicant are not required to wear parachutes for spin task demonstration during a flight instructor practical test.

(7) For first-time flight instructor applicants, both the instructor who provided all the required training and the recommending instructor making the endorsements must have met the requirements of § 61.195(h). This requirement does not apply to flight instructor applicants seeking an additional rating because those applicants are not considered first-time flight instructor applicants.

C. Flight Proficiency Endorsement. An applicant must have received flight instruction by a flight instructor meeting the requirements of § 61.187(b) in the subjects appropriate to the flight instructor rating sought.

(1) The applicant's logbook must contain an endorsement from that flight instructor certifying that the applicant is competent to pass a test on those subjects.

(2) Other flight instructors not necessarily meeting those requirements may have given the

applicant instruction; however, some instruction in each subject and the appropriate logbook endorsement must have been given by a flight instructor meeting the requirements of § 61.187(b).

D. Aeronautical Knowledge. The applicant must present evidence of meeting the requirements of § 61.185(a) and (b). The applicant may use the following items to show compliance with § 61.185(a):

(1) A certificate of graduation from an appropriate pilot training course;

(2) A certificate of graduation from an appropriate ground school course;

(3) A certificate of graduation from an appropriate home study course;

(4) A statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily completed an appropriate home study course;

(5) A statement by an authorized ground or flight instructor certifying that the applicant has satisfactorily completed an appropriate course of instruction given by an authorized ground or flight instructor; or

(6) A certified college transcript or teaching certificate that lists the following items or their equivalents:

(a) Educational psychology;

(b) General psychology;

(c) Tests and measurement;

(d) Teaching methods in aviation or science;

(e) Secondary school curriculum development and lesson planning; and

(f) Practice teaching in a classroom or on the flight line.

E. Flight Instructor Endorsements. An applicant may meet the requirements of § 61.185(b) without further instruction, provided the ground instruction required by §§ 61.105(a), 61.125(a), and 61.65(b), as applicable, was endorsed by an authorized ground and/or flight instructor.

(1) The applicant may also present a flight or ground instructor's endorsement certifying that the instruction required by § 61.185(a) has been accomplished. The endorsement should be similar to

the sample endorsement provided in Advisory Circular (AC) 61-65, Certification: Pilots and Flight and Ground Instructors.

(2) A graduate of an approved pilot school may present a record of training, certified by the approved school, that lists the subjects covered.

F. Knowledge Test Report. The applicant must present the required knowledge test report(s) except when adding a single or multiengine class rating to an existing flight instructor certificate.

6. GENERAL PROCEDURES FOR RENEWAL OR REINSTATEMENT. The examiner may require an applicant for renewal or reinstatement to complete all or any portion of the flight instructor practical test that the examiner deems necessary to determine the applicant's competence to hold a flight instructor certificate.

A. Endorsement Not Required. A flight instructor endorsement is not required for the renewal or reinstatement of a flight instructor certificate except IAW the provisions of § 61.49 for a retest.

B. Expiration Date. A flight instructor certificate is renewed or reinstated with an expiration date 24 calendar months after the month of renewal/reinstatement or the month of expiration of the current flight instructor certificate, provided the provisions of § 61.197(a) are accomplished within the three calendar months preceding the expiration month of the current flight instructor certificate.

C. Examiner Qualifications for Renewal Tests of Applicants with Multiple Category Ratings. In order to conduct a practical test for the renewal of a flight instructor certificate with more than one aircraft category rating, an examiner must hold FIRE authority or be designated in at least one of the categories of aircraft on the flight instructor certificate to be renewed.

D. Renewal of All Ratings. An applicant may renew all ratings on a current flight instructor certificate by satisfactorily completing one practical test. Also, the satisfactory completion of a practical test for an additional flight instructor rating constitutes the renewal of a flight instructor certificate.

7. DENIAL OF RENEWAL OR REINSTATEMENT. If an applicant is unable to meet the requirements for renewal or reinstatement of a flight instructor certificate or rating by satisfactorily

completing the applicable practical test, the examiner issues the applicant a Notice of Disapproval of Application. If renewal or reinstatement has been denied on the basis of the applicant's piloting proficiency, the examiner should document the deficiencies and contact the FSDO so that the FSDO may consider the need for possible recertification action.

8. PROCEDURES FOR RENEWING A CURRENT FLIGHT INSTRUCTOR CERTIFICATE HOLDER WHO PARTICIPATES AS A FLIGHT INSTRUCTOR IN A PHASE OF THE FAA'S WINGS PROGRAM. The following procedures apply to the holder of a current flight instructor certificate who participates as a flight instructor in a phase of the FAA's WINGS Program.

A. A holder of a current flight instructor certificate who serves as a flight instructor in the FAA's WINGS Program and gives flight training to qualify pilots for a Phase I through XX proficiency award may renew his/her CFI in accordance with the criteria in paragraph 3B.

B. Criteria for Renewal of a Current Flight Instructor Certificate. In order for a flight instructor to renew his/her flight instructor certificate by participating as a flight instructor in the FAA's WINGS Program, that flight instructor must:

(1) Hold a flight instructor certificate that has not expired;

(2) Have provided at least fifteen (15) hours of flight training (emphasis added, flight training) in a phase of the FAA's WINGS Program;

(3) Have provided flight training (emphasis added, flight training) in a phase of the FAA's WINGS Program to at least 5 pilots and signed the logbooks of those pilots;

(4) Be enrolled and actively participating in a phase of the FAA's WINGS Program, or have previously satisfactorily accomplished all of the phases of the program;

(5) Present a record to an authorized FAA Flight Standards aviation safety inspector (ASI) showing that the flight instructor has met the requirements of the preceding subparagraphs (2), (3), and (4) within the preceding 24-calendar months

before the month of application for renewal of his or her flight instructor certificate; and

(6) Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an authorized FAA Flight Standards ASI or aviation safety technician (AST) for renewal of his or her flight instructor certificate.

C. Flight Standard District Office (FSDO) and ASI or AST Actions. A holder of a current flight instructor certificate who serves as a flight instructor in the FAA's WINGS Program and gives flight training to qualify pilots for Phases I through XX proficiency award may renew his/her CFI in accordance with the criteria in paragraph 8B.

(1) Mark the boxes Instructor and Flight underneath the Registration No.(s) box.

(2) Mark the Renewal box.

(3) Mark the appropriate boxes for duties and responsibilities below, Instructor Renewal Based on.

(4) Complete the boxes noted as Date, Inspector's Signature (print and sign name), Graduation Certificate No., and FAA District Office. The date the ASI/AST records in the box noted as Date of FAA Form 8710-1 should be the date the flight instructor met the requirements for renewal of his or her flight instructor certificate via the renewal procedures set forth in this bulletin. For example, a flight instructor completes the renewal requirements on September 7, 2000 after accomplishing at least 15 hours of flight training and signing the logbooks of at least 5 pilots who participated in a phase of the WINGS Program. The flight instructor arrives at the FSDO on September 20, 2000 with his or her completed FAA Form 8710-1 and has signed the application with a date of September 7, 2000. The ASI/AST should also sign his or her portion of FAA Form 8710-1 with that same September 7, 2000 date.

(5) Mark the Temporary Pilot Certificate (copy) and Superseded Pilot Certificate boxes in the section noted as Attachments.

(6) Also in the section noted as Attachments, mark the box, Airman's Identification (ID) and complete the remainder of the application with the appropriate identification information.

9. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATES. A qualified flight instructor may request the issuance of a gold seal flight instructor certificate when renewing his/her flight instructor certificate or at any time the flight instructor applies upon meeting the requirements.

A. Gold Seal Requirements. A gold seal certificate may be issued to a flight instructor who holds a flight instructor certificate and a commercial pilot certificate with an instrument rating; holds a ground instructor certificate with an advanced or an instrument ground instructor rating; and has met one of the following criteria within the past 24 calendar-months:

(1) Trained and recommended at least 10 applicants for certificates or ratings with at least 80 percent of those applicants recommended passing the practical test on their first attempt.

(2) Conducted at least 20 certification practical tests as an examiner or conducted 20 graduation tests as a chief flight instructor for an approved pilot school course.

(3) Fulfills a combination of the training and testing requirements listed in paragraphs 10A(1) and (2).

NOTE: Two tests conducted equal one applicant trained and recommended.

(4) Holds a Master Flight Instructor Certificate from the National Association of Flight Instructors.

B. Renewal of a Gold Seal Flight Instructor Certificate. The holder of a gold seal flight instructor certificate is not required to meet the criteria for the gold seal again. A flight instructor who qualifies for a gold seal is entitled to receive another gold seal on all

flight instructor certificate renewals and/or reinstatements.

10. CATEGORY, CLASS, AND INSTRUMENT RATINGS PLACED ON A FLIGHT INSTRUCTOR CERTIFICATE. The following ratings are placed on flight instructor certificates where applicable:

A. Aircraft Category Ratings:

(1) AIRPLANE.

(2) ROTORCRAFT.

(3) POWERED-LIFT.

(4) GLIDER.

B. Airplane Class Rating:

(1) SINGLE-ENGINE.

(2) MULTIENGINE.

C. Rotorcraft Class Ratings:

(1) HELICOPTER.

(2) GYROPLANE.

D. Instrument Ratings:

(1) INSTRUMENT—AIRPLANE.

(2) INSTRUMENT—HELICOPTER.

(3) INSTRUMENT—POWERED-LIFT.

11. LIMITATIONS. There is no provision for an examiner or an inspector to issue operating limitations on a flight instructor certificate.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, subpart H, familiarity with the PTS for flight instructor practical tests, and designation as an FIE.

B. Coordination. This task requires coordination with the supervising FSDO.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Parts 61, 91, and 141
- FAA-S-8081-6, Flight Instructor Practical Test Standards for Airplane (single engine and multiengine)
- FAA-S-8081-7, Flight Instructor Practical Test Standards for Rotorcraft/Helicopter/Gyroplane
- FAA-S-8081-8, Flight Instructor Practical Test Standards for Glider
- FAA-S-8081-9, Flight Instructor Instrument Practical Test Standards for Airplane/Helicopter
- FAA-S-8081-XX, Flight Instructor Practical Test Standards for Powered-lift
- Other applicable PTS
- AC 61-65, Certification: Pilots and Flight Instructors

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Figure 14-1, Gold Seal Flight Instructor Certificate
- Figure 14-2, FAA Form 8710-1, Airman Certificate and/or Rating Application, Completed by a FIRC

3. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) FAA Form 8710-1 must be completed in ink or typewritten and signed by the applicant. Per 14 CFR § 61.39(a)(7), the applicant must complete Section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant's aeronautical experience recorded on FAA Form 8710-1 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.

(2) A commercial pilot certificate (with an instrument rating, if applicable) or an Air Transport Pilot (ATP) airman certificate with instrument privileges (if instrument privileges are applicable);

(3) A current or expired flight instructor certificate, if for renewal/reinstatement;

(4) A current third-class airman medical certificate, if any;

(5) Knowledge test report(s) or authorization to use alternate criteria for the FOI test, if applicable;

(6) An FAA-approved pilot school graduation certificate, if applicable;

(7) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on Form 8710-1;

(8) The aircraft maintenance records;

(9) The aircraft airworthiness certificate and operating limitations or approved flight manual for each aircraft to be used;

(10) The aircraft registration;

(11) The Federal Communications Commission (FCC) aircraft station license; and

(12) An acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 3A(1) through (12).

C. Review Application. Verify that the information on the application is accurate and complete.

(1) In Section I on FAA Form 8710-1, ensure that the applicant has checked “Flight Instructor” and noted “Initial,” “Renewal,” “Reinstatement,” or “Additional Rating(s) on a Flight Instructor Certificate,” as appropriate to the practical test being requested.

(2) Ensure that the remainder of FAA Form 8710-1 is completed IAW the instructions attached to the form and the information provided in chapter 5, section 1, paragraph 22.

(3) If the applicant is applying for the original issuance of a flight instructor certificate, ensure that an authorized flight instructor has signed an endorsement within 60 days prior to the practical test.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity IAW the procedures described in chapter 5, section 1, paragraph 20.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. If the applicant is applying for the original issuance of a flight instructor certificate, determine that the applicant meets the general eligibility, aeronautical knowledge, and flight proficiency requirements for the flight instructor certificate or rating sought (§§ 61.183, 61.185, and 61.187).

(1) Determine that the applicant holds at least a commercial pilot certificate or an ATP certificate with an aircraft rating appropriate to the flight instructor rating sought. If the applicant is seeking an airplane flight instructor or an instrument flight instructor

rating, verify that the applicant has an instrument rating.

(2) Verify that the applicant holds at least a current third-class airman medical certificate, if applicable. If the applicant does not hold a medical certificate and the test is to be conducted in an airplane or rotorcraft, decide whether to accept PIC responsibility in order to conduct the test.

(3) Determine that the applicant is able to read, write, and converse fluently in the English language.

(4) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of § 61.71(a), which requires an applicant's graduation certificate to be dated within 60 days of completion of the practical test.

(5) Examine the applicant's logbooks and/or other reliable record(s) to verify that all aeronautical knowledge and flight proficiency requirements are recorded. Verify that the required endorsements for ground and flight instruction have been certified by an authorized flight instructor (§§ 61.185(a) and 61.187(a)).

(6) Have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in § 61.185(a), or an acceptable equivalent.

(7) As applicable to the flight instructor rating sought, inspect the applicant's knowledge test report(s), test report(s) from an approved school with knowledge test examining authority, or authorization to use acceptable alternative criteria in lieu of the FOI test.

(8) If a flight instructor is applying for renewal of his or her flight instructor certificate and rating(s), determine whether the certificate is current. If the certificate is no longer current, advise the applicant that he or she must submit a reinstatement practical test, IAW § 61.199(a). Per § 61.199(b)(1), a holder of a flight instructor rating or a limited flight instructor rating on a pilot certificate is no longer valid and may not be exchanged for a similar rating or a flight instructor certificate. Per § 61.199(b)(2), the holder of a flight instructor rating or a limited flight instructor rating on a pilot certificate may be issued a flight instructor certificate with the current ratings, but only if the person passes the required knowledge and

practical tests prescribed in this subpart for the issuance of the current flight instructor certificate and rating.

(9) For an additional flight instructor rating, check the record of aeronautical experience in Section III of FAA Form 8710-1 to determine that the applicant has the minimum aeronautical experience required for the additional flight instructor rating sought (§ 61.191). Ensure the applicant has passed the appropriate knowledge test for the additional rating, if applicable.

(10) If the applicant has checked the “Yes” box of Section IV of FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49, if appropriate.

F. Aircraft Requirements. Review the applicant’s aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine that the aircraft is airworthy and suitable for this practical test. Verify that the aircraft (airplane or glider) to be used is certificated for spins. After review, return the documents to the applicant.

G. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

H. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated rating(s) sought, accept the application and conduct the practical test IAW the guidance in the appropriate PTS and chapter 5.

(1) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant (see chapter 5, section 2, paragraph 3C, and Figure 5-2).

(2) Return the application and all submitted documents to the applicant with the original letter of discontinuance.

(3) Explain how the applicant may complete the test at a later date.

I. Unsatisfactory Performance. If the applicant does not meet the applicable standards for the certificate or rating sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5 IAW the guidance in chapter 5, section 1, paragraph 27.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the Notice of Disapproval and retain the original for the certification file.

(3) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

J. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the flight instructor certificate and ratings sought, prepare FAA Form 8060-4 IAW the guidance in chapter 5, section 1, paragraph 25.

(1) Enter the appropriate flight instructor ratings on Line XII of the temporary airman certificate.

(2) Place on the temporary certificate any flight instructor ratings not reinstated with the original date(s) of expiration from the superseded certificate.

(3) Place the notation “VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NO. [enter number]. EXPIRES [enter date]” on Line XIII of the temporary certificate.

(4) If the applicant is eligible for a gold seal flight instructor certificate, enter the notation “GOLD SEAL CERTIFICATE” in the block containing the Original Issuance/Reissuance boxes on the temporary certificate (see Figure 14-1).

(5) Verify that all information on the form is correct. Sign the certificate and direct the airman to sign Line VII of the form.

(6) Retain the original for the certification file and give the applicant a copy of the temporary certificate.

K. Complete the Certification File. Complete the certification file IAW the guidance in chapter 5, section 1, paragraph 23.

(1) Mail the completed certification file to the supervising FSDO no later than five days after the completion of the test.

(2) Integrated Airman Certification and Rating Application (IACRA) certification files may be sent directly to the Airmen Certification Branch, AFS-760.

4. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, or a letter of discontinuance.

5. FUTURE ACTIVITIES.

A. The applicant may return for a flight instructor renewal or reinstatement practical test.

B. The applicant may return for an additional flight instructor rating.

C. The applicant may return to apply for a gold seal flight instructor certificate.

FIGURE 14-1. GOLD SEAL FLIGHT INSTRUCTOR CERTIFICATE

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 5124435CFI	
ii. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. GLORIA ANN BROWN V. 1508 SOUTHWEST LANE PRESCOTT, CA 95127	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
01-08-59	62 IN.	120	BLACK
EYES	SEX	NATIONALITY	VI.
BROWN	F	USA	
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of			
FLIGHT INSTRUCTOR			
RATINGS AND LIMITATIONS			
XII. AIRPLANE SINGLE AND MULTIENGINE INSTRUMENT AIRPLANE VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE NUMBER 005124435 EXPIRES 08-31-96			
XIII. THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
GOLD SEAL CERTIFICATE		08-13-92	
BY DIRECTION OF THE ADMINISTRATOR			
X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OR INSPECTOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.
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